



TECHNOLOGY AREA TEMPLATE

DEFINITION

<i>Name</i>	Retention
<i>Description</i>	The process of evaluating electronic materials and retaining such information as directed by: <ul style="list-style-type: none">• Applicable state and federal statutes and regulations.• The Agency's Secretary of State Retention Schedule.• Applicable agency policies and agreements.
<i>Rationale</i>	Ensures that information is not discarded or destroyed in contravention to applicable laws, regulations, schedules, policies and agreements.
<i>Benefits</i>	<ul style="list-style-type: none">• Establishes a standardized protocol for reviewing and discarding electronic information• Improves efficiency by establishing a protocol for the type(s) of information to be retained or discarded• Improves the efficiency of systems housing information, reducing the burden by discarding unnecessary information.

ASSOCIATED ARCHITECTURE LEVELS

<i>Specify the Domain Name</i>	Privacy
<i>Specify the Discipline Name</i>	Privacy (Data)

KEYWORDS

<i>List Keywords</i>	Retain, keep, store, house, information, schedule, retention
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ASSOCIATED COMPLIANCE COMPONENTS

<i>List the Compliance Component Names</i>	Retention Standards
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ASSOCIATED PRODUCT COMPONENTS

<i>List the Product Component Names</i>	NA
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CURRENT STATUS

<i>Provide the Current Status</i>	<input type="checkbox"/> In Development <input type="checkbox"/> Under Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected
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AUDIT TRAIL

<i>Creation Date</i>	02-07-05	<i>Date Approved / Rejected</i>	03/08/05
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			